

August 4, 2000

SUBJECT: Rural Business and State Civil Rights  
Coordinators/Managers National  
Training Conference

TO: Rural Development State Directors

**ACTION REQUIRED:**

Submit Nominations: **August 21**

Make Hotel Reservations: **September 5**

The Civil Rights Staff (CRS) has scheduled mandatory training for Rural Business (RBS) Specialists and State Civil Rights Coordinators/Managers (SCRC/M'S) on September 26-28, 2000, at the Best Western Ramkota Hotel & Conference Center, in Rapid City, South Dakota. The training will begin promptly at 8:00 a.m., on Tuesday, September 26, and conclude at 4:00 p.m., on Thursday, September 28. Please make your travel arrangements to leave on Friday, September 29, in order to attend all of the training. Attachment 1 is a course announcement with additional information. Please ensure your nominee receives a copy of this Attachment.

All SCRC/M's and one RBS Specialist from each state are eligible and required to attend. If the RBS Specialist attended the St. Louis sessions held in August 2000, they are not eligible. Please use Attachment 2 to submit your nominations to Michelle Buchanan, CRS, on 314-539-6115 (Fax), **NO LATER THAN August 21**. The State Director must sign this Attachment.

A special orientation session has been planned for the new SCRC/Ms, September 25, beginning at 8:00 a.m. This session is **ONLY** for the following States: Delaware, Pennsylvania, Virginia, Kentucky, North and South Carolina, Kansas, Nevada, New Mexico, Texas, Utah, Oregon, Washington, and Alaska. This orientation session will acquaint the new SCRC/Ms with their job duties and responsibilities, Departmental policies and procedures and the Mission Areas' methods, regulations and guidelines to comply with these requirements.

EXPIRATION DATE:  
September 30, 2000

FILING INSTRUCTIONS:  
Administrative/Other Programs

Travel expenses will be paid by the National Office for only one RBS Specialist and one SCRC/M or a substitute from each State. It is your responsibility to prepare the necessary documents for your attendee(s). Please code your travel authorization, voucher, and SF-182 0011716010812100023. SF-182s should be completed and submitted as usual. Each State must fund all travel expenses for any additional individuals who attend.

Upon completion of the training, a copy of the attendee's travel voucher **MUST** be faxed to Michelle Buchanan, CRS, on 314-539-6115 so that budget expenditures may be reconciled.

If you have any questions regarding the training, please contact Michelle Buchanan, CRS, on 314-539-2965. If you have any questions regarding the hotel, please contact either Renee Glascon, Human Resources Training Division (HRTD), on 202-401-9705 or Susan Wilson, HRTD, on 202-401-9706.

*(Signed by Neil A. Storms)*

NEIL A. STORMS  
Director  
Human Resources Training Division

2 Attachments

Sent by Electronic mail on 8/4/00 at 1:55 pm edt by HRTD.  
The State Director should advise personnel as appropriate.

RURAL BUSINESS AND SCRC/M NATIONAL TRAINING CONFERENCE  
RAPID CITY, SOUTH DAKOTA  
SEPTEMBER 26-28, 2000

DESCRIPTION: The emphasis will be placed on making the Mission Area program services available to an increasingly diversified eligible population. Participants will receive training in: Rural Development's compliance with the Equal Credit Opportunity Act, the 504 Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and compliance review requirements, as they relate to the Rural Business programs. Training will include presentations by the National Office Staff. Training methods will include lectures and dialogue between instructors and participants, guest speakers who are considered experts in the field of accessibility under ADA, 504 of the Rehab Act and fair the housing laws, video presentations, workshops, field compliance reviews, and cultural demonstrations.

OBJECTIVE:

- 1) To increase the awareness of the civil rights laws and their impact on the Rural Business programs.
- 2) To increase sensitivity to the problems faced by the Native American culture and be responsive to their needs. Participants will be able to provide guidance to Mission Area personnel and recipients to improve outreach and compliance.
- 3) To provide technical guidance to the Rural Business Staff and SCRS/Ms on the methods of conducting compliance reviews.

\*Special Note: Field compliance reviews will be conducted. Please be prepared to dress accordingly.

ELIGIBILITY: All SCRC/M's or a substitute and one RBS Specialist.

HOTEL INFORMATION: A block of rooms has been set aside for the nights of September 24-28, at the Best Western Ramkota Hotel & Conference Center, 2111 La Crosse Street, Rapid City, South Dakota, 57709, Telephone 605-343-8550. Lodging costs are \$65 per night, plus taxes, for single accommodations.

Hotel reservations **MUST BE MADE BEFORE SEPTEMBER 5**. Please indicate that you are with the **USDA/SCRC/M** block of rooms when making your reservations.

**PLEASE NOTE:** It is VERY IMPORTANT that participants call the hotel BEFORE THE CUT-OFF DATE. After that date, the block of rooms will revert back to the hotel and will be given to us on a space-available basis. It is possible that the Government rate will not be available at that time. **IF YOU MISS THE CUT-OFF DATE, IT WILL BE YOUR RESPONSIBILITY TO FIND OTHER ACCOMMODATIONS.**

Facilities for people with disabilities are available at the Best Western Ramkota Hotel & Conference Center. Any person requiring disability facilities must request specific accommodations when making their reservations.

Employees in need of any other special accommodations and/or services should contact the HRTD 2-weeks prior to the training on 202-401-9700.

**TRANSPORTATION:** Transportation from the Rapid City Regional Airport is available via the Airport Express, which is located outside the baggage claim area and is complimentary. A taxi from the Airport will cost approximately \$12 one-way; therefore, it is strongly recommended that the Airport Express is utilized.

**OTHER:** Rapid City, South Dakota, has a per diem rate of \$123 daily. The maximum reimbursement for lodging will be \$89 with an M&IE rate of \$34. Taxes will now be paid separately from the room rate based on the actual tax expense incurred by the traveler and will be claimed under the miscellaneous column on the travel voucher.

**NOMINATION FORM FOR THE RURAL BUSINESS AND SCRC/M NATIONAL  
TRAINING CONFERENCE  
RAPID CITY, SOUTH DAKOTA  
SEPTEMBER 26-28, 2000**

FAX NO LATER THAN **August 21** TO: Michelle Buchanan, St. Louis Civil Rights Staff on 314-539-6115.

STATE: _____	NO FUNDED	STATE FUNDED
NAME: (Full Name) _____	_____	_____

POSITION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

We understand that travel costs for one or two attendees per State will be paid by the National Office. Travel expenses for anyone else attending will be the responsibility of our State.

STATE DIRECTOR OR DESIGNATED OFFICIAL	DATE
--	------

July 27, 2000

SUBJECT: Audit Reports Tracking System Training

TO: Rural Development State Directors

ATTN: Management Control Officers

The Audit Reports Tracking System (ARTS) training has been scheduled for the Management Control Officers (MCOS) for this Fiscal Year. There will be two training sessions held at the Training Center in St. Louis, Missouri. The training sessions are scheduled for September 18-22, 2000, and September 25-29, 2000.

A training announcement will be issued by the Training Division in the near future with additional information regarding travel and hotel accommodations.

It is important that the MCO from each state attend this training to learn how to track all reviews, audits, investigations, and hotline complaints. Because of the confidentiality of the information tracked and monitored by the MCO, the Financial Management Division (FMD) stresses the significance of the MCO's attendance. A replacement should not be made for this training, because of the confidentiality of work to be tracked.

If another person is nominated for the ARTS training, the State Director should evaluate the MCO designation and possibly change the current designation to the person being trained, if appropriate.

The MCO is the FMD's point of contact for all management control issues, audits, investigations, and hotline complaints. The MCO should be familiar with all the regulations governing these areas, which include RD Instruction 2006-M, 2012-A, 2012-B, and 2012-C.

EXPIRATION DATE:  
September 30, 2000

FILING INSTRUCTIONS:  
Administrative/Other Programs

If there are any questions regarding the MCO designation, please contact Leroy Jones at (202) 692-0080. If there are any questions regarding the ARTS training, please contact Gail Lacey at (202) 692-0081.

*(Signed Leonard Hardy, Jr.)*

LEONARD HARDY, JR  
Deputy Administrator for  
Operations and Management

Sent by Electronic Mail on 8/1/00 at 9:42a.m. by the FMD. State Directors should distribute as appropriate.

July 13, 2000

SUBJECT: Water and Environmental Programs Basic  
Operations Seminar

TO: Rural Development State Directors

ATTN: Water and Waste Loan Specialists and  
Technicians, State Training  
Coordinators, and Human Resources Managers

**ACTIONS REQUIRED:**

Submit Nominations Name: July 20

Make Hotel Reservations: July 26

The Rural Utilities Service's Water and Environmental Program (WEP) has scheduled two non-mandatory Water and Environmental Programs Basic Operations Seminars. The first Seminar is scheduled for August 22-25, and the second Seminar is September 26-29, 2000, at the Rural Development Training Center, 2350 Market Street, St. Louis, Missouri. The training will be conducted "in-house"; therefore, there will be no tuition costs. States will be responsible for their attendees' travel and per diem costs since this is non-mandatory training.

Please use Attachment 1 to fax your nominations **NO LATER THAN July 20** to Cheryl Francis, WEP, on 202-690-0649. The State Director must sign the Attachment. Space is extremely limited for each session so we can only guarantee 1 slot per State. Additional slots will be filled on a first-come-first-served basis.

EXPIRATION DATE:  
September 30, 2000

FILING INSTRUCTIONS:  
Administrative/Other Programs



Both Seminars will begin promptly at 8:00 a.m., Tuesday, and conclude at 12:30 p.m., on Friday. Please make your travel plans accordingly. Attachment 2 is a course announcement with detailed information.

If you have any questions, please contact Ms. Francis on 202-720-1937. For hotel information, please contact either Susan Wilson, Human Resources Training Division (HRTD), on 202-401-9706, or Renee Glascon, HRTD, on 202-401-9705.

*Signed by Neil A. Storms*

NEIL A. STORMS  
Director  
Human Resources Training Division

2 Attachments

Sent by Electronic Mail on 7/13/00 at 12:03pm edt by HRTD. The State Director should advise all personnel as appropriate.

**NOMINATION FORM FOR NON-MANDATORY TRAINING**

**WATER & ENVIRONMENTAL PROGRAMS  
BASIC OPERATIONS SEMINAR**

August 22-25, 2000  
September 26-29, 2000  
St. Louis, Missouri

**SUBMIT NOMINATIONS NO LATER THAN JULY 20, 2000 TO:**

Cheryl Francis, RUS/Water and Environmental Programs,  
FAX: 202-690-0649

**SESSION SELECTION** (indicate your 1<sup>st</sup> and 2<sup>nd</sup> choice):

\_\_\_\_\_ August 22-25                      \_\_\_\_\_ September 26-29

STATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Email: \_\_\_\_\_

FAX: \_\_\_\_\_

We understand that travel costs will be the responsibility of our State.

\_\_\_\_\_  
STATE DIRECTOR  
OR DESIGNATED OFFICIAL

\_\_\_\_\_  
DATE

WATER & ENVIRONMENTAL PROGRAMS  
BASIC OPERATIONS SEMINAR  
August 22-25, 2000  
September 26-29, 2000  
St. Louis, Missouri

**OBJECTIVE:** To introduce participants to the loan-making processes of the Water and Waste Disposal program so that they can improve their skills and performance in processing funding applications for WW projects.

**DESCRIPTION:** The course will provide: (1) fundamental concepts of loan and grant making for the WW program; (2) overviews of the phases and activities of loan processing; (3) techniques to review, process, and administer loan and grant applications; (4) help in determining loan and grant eligibility, financial feasibility, and grant amounts; and (5) roles and responsibilities of loan specialists.

**ELIGIBILITY:** First priority will be given to Rural Development loan specialists who handle WW projects at the State level. Second priority will be given to Rural Development technicians. Program directors will determine their staff's need for basic operations training and may nominate other personnel to participate in the training program.

**TRAINING SCHEDULE:** Both Seminars will begin promptly at 8:00 a.m., Tuesday, and conclude at 12:30 p.m., on Friday. Participants should plan to stay until 12:30 p.m. on the final day of training and make their travel plans accordingly.

**HOTEL INFORMATION:** A block of rooms has been set aside for the nights of August 21-24 and September 25-28, 2000, at the Fairfield Inn St. Louis/Hazelwood, 9079 Dunn Road, Hazelwood, Missouri, telephone 314-731-7700. Lodging costs are \$53 per day, plus taxes, for single occupancy. You will be notified upon check-in regarding transportation to the Training Center.

Reservations must be made **BEFORE JULY 26**. When calling the Hotel, please identify yourself with the **USDA/RUS** block of rooms.

**PLEASE NOTE:** It is VERY IMPORTANT that reservations be made BEFORE THE CUT OFF DATE. After that date, the block of rooms will be released for general sale and the government rate may not be available. If you miss the cutoff date, it will be your responsibility to find other hotel accommodations.

**TAX EXEMPTION:** Rural Development has been approved by the State of Missouri for exemption from Missouri sales/use tax which is 6.86%. A Tax Exempt form may be obtained from your State Training Coordinator or faxed to you by calling Susan Wilson, HRTD, on 202-401-9706. However, you will be responsible for paying all of the other taxes charged by the hotel.

Facilities for people with disabilities are available at the Fairfield Inn St. Louis/Hazelwood. Any person requiring disability facilities must request specific accommodations with the hotel when making their reservations.

Employees in need of any other special accommodations and/or services should contact the Human Resources Training Division IMMEDIATELY on 202-401-9700.

The Fairfield Inn St. Louis/Hazelwood complies with the Hotel/Motel Fire Safety Act of 1990.

**TRANSPORTATION:** Transportation from the Lambert-St. Louis International Airport is available via the Airport Express at a cost of approximately \$10 each way, or \$15 round-trip. The Airport Express departs approximately every 15 minutes and may be found near the baggage claim area outside TWA Exit 13. Taxi fare from the Airport is approximately \$25. It is recommended that you purchase a one-way ticket for the Airport Express, as groups of employees have been sharing taxis to the Airport after the training, thus saving money and time.

**OTHER:** St. Louis, Missouri, has a per diem rate of NTE \$115 daily. The maximum reimbursement for lodging is \$69 with an M&IE of \$46. States will be responsible for their attendees' travel and per diem costs since this is non-mandatory training.

March 15, 2000

SUBJECT: Multi-Family Information System 2  
Implementation Training

TO: Rural Development State Directors

ATTN:MFH Program Director, MFH Specialists  
and Technicians, Rural Development Specialists  
and Technicians, State Training Coordinators,  
and Human Resources Managers

ACTIONS REQUIRED:

Submit Nominations: March 28 & April 21  
Make Hotel Reservations: See Attachment 4

The Rural Housing Service's Multi-Family Housing Portfolio Management Division (MFHPD) will be conducting 10 mandatory training sessions on the Multi-Family Information System 2 (MFIS2). The training will be held at the Rural Development Training Center, 2350 Market Street, St. Louis, Missouri. Attachment 1 lists the dates and which Session your attendees are to attend.

Please use Attachment 2 to fax your attendees' names. For the **first two sessions**, fax your nominations **NO LATER THAN MARCH 28** and **NO LATER THAN APRIL 21 for the remaining eight sessions** to Jenny Cockrell, MFHPMD, on 202-720-0302. The State Director must sign this Attachment.

**ATTENDEES MUST have the ability to move around in a multiple window environment and must be actively involved in the MFH program. Attendees will be nominated by States and approved by the National Office.**

**PLEASE NOTE:** In approving this training, supervisors are reminded that entitlement to overtime pay for travel may or may not be incurred under the Fair Labor Standards Act.

EXPIRATION DATE:  
September 30, 2000

FILING INSTRUCTIONS:  
Administrative/Other Programs

Training for all of the Sessions will begin promptly on Monday at 1:00 p.m. and conclude on Friday at 12:00 p.m. Please make your travel plans accordingly. Attachment 3 is a course announcement with other detailed information. Attachment 4 lists the hotels, cut-off dates to make reservations, transportation, and other information. Dress is casual.

Travel expenses for the number of individuals per state on Attachment 1 will be paid by the National Office. It is your responsibility to prepare the necessary documents for your attendees. Please code your travel authorizations, vouchers, and SF-182s 0011712350920000004. SF-182s should be completed and filed as usual. Limited spaces are available at all Sessions for additional individuals, funded by their State, to attend.

Upon completion, a copy of the attendees' vouchers being paid by the National Office **MUST BE FAXED** to Jenny Cockrell, MFHPMD, on 202-720-0302 so that budget expenditures can be tracked and reconciled.

If you have any questions regarding the training, please contact Jenny Cockrell on 202-720-1618. For hotel information or problems making reservations, please contact either Susan Wilson, Human Resources Training Division (HRDT), on 202-401-9706, or Renee Glascon, HRDT, on 202-401-9705.

Signed by

NEIL A. STORMS

Director

Human Resources Training Division

4 Attachments

**MULTI-FAMILY INFORMATION SYSTEM 2 (MFIS2) IMPLEMENTATION TRAINING  
SESSION ATTENDEES**

Listed below are the sessions and date each state is scheduled for training. The number of attendees the National Office will pay travel expenses for is in parentheses.

**Session 1  
May 1-5**

Arkansas (6)  
Indiana (3)  
Iowa (8)  
Colorado (2)  
New Hampshire/Vermont (4)  
Delaware/Maryland (2)  
Montana(2)  
New Jersey (2)  
Mass/RI/Conn (3)  
Ohio (6)

**Session 3  
June 12-16**

Washington (2)  
Utah (2)  
Missouri (13)  
Arizona (2)  
Wisconsin (4)  
Alaska (3)  
Kentucky (5)  
Hawaii (3)  
Nebraska (4)

**Session 2  
May 8-12**

Arkansas (2)  
Indiana (2)  
Iowa (4)  
Colorado (2)  
New Hampshire/Vermont (2)  
Delaware/Maryland (2)  
Montana (2)  
New Jersey (2)  
Mass/RI/Conn (2)  
Ohio (4)  
Wisconsin (6)  
Nebraska (3)  
Kentucky (6)

**Session 4  
June 19-23**

Washington (2)  
Utah (2)  
Missouri (3)  
Arizona (2)  
New Mexico (2)  
Nevada (2)  
Florida (9)  
Idaho (4)  
North Dakota (6)  
Oklahoma (6)

MULTI-FAMILY INFORMATION SYSTEM 2 (MFIS2) IMPLEMENTATION TRAINING  
SESSION ATTENDEES CONTINUED

**Session 5**  
**July 10-14**

New York (6)  
Oregon (3)  
Pennsylvania (6)  
Virginia (3)  
Maine (5)  
Michigan (5)  
Florida (2)  
Idaho (2)  
North Dakota (2)  
Oklahoma (2)  
Nevada (1)  
New Mexico (2)

**Session 7**  
**July 31-August 4**

Louisiana (2)  
North Carolina (5)  
Illinois (5)  
Puerto Rico (2)  
South Carolina (5)  
West Virginia (4)  
Alabama (5)  
Georgia (6)  
Kansas (5)

**Session 9**  
**August 21-25**

Tennessee (7)  
South Dakota (7)  
Minnesota (6)  
California (6)  
Texas (6)  
Mississippi (7)

**Session 6**  
**July 17-21**

New York (2)  
Oregon (3)  
Pennsylvania (2)  
Virginia (4)  
Maine (3)  
Michigan (3)  
Wyoming (3)  
West Virginia (4)  
Alabama (5)  
Georgia (5)  
Kansas (5)

**Session 8**  
**August 7-11**

Louisiana (8)  
North Carolina (9)  
Illinois (12)  
Puerto Rico (2)  
South Carolina (5)  
Texas (3)

**Session 10**  
**August 28-September 1**

Tennessee (4)  
South Dakota (6)  
Minnesota (7)  
California (5)  
Texas (10)  
Mississippi (7)



**NOMINATION FORM**

MULTI-FAMILY INFORMATION SYSTEM 2 (MFIS2) IMPLEMENTATION TRAINING  
ST. LOUIS, MISSOURI

For the **first two sessions**, fax your nominations **NO LATER THAN MARCH 28** and **NO LATER THAN APRIL 21** for the remaining eight sessions to:

Jenny Cockrell  
Multi-Family Housing Portfolio Management Division  
202-720-0302

STATE:	_____	N/O	STATE
		FUNDED	FUNDED

NAME:	_____	_____	_____
-------	-------	-------	-------

POSITION:	_____
-----------	-------

TELEPHONE NUMBER:	_____
-------------------	-------

FAX NUMBER:	_____
-------------	-------

E-MAIL ADDRESS:	_____
-----------------	-------

% TIME INVOLVED IN MFH:	_____
-------------------------	-------

YEARS IN MFH PROGRAM:	_____
-----------------------	-------

EXPERIENCE WITH MFIS:	_____
-----------------------	-------

We understand that travel costs for the number of individuals per state on Attachment 1 will be paid by the National Office. Travel expenses for anyone else attending will be the responsibility of our State.

\_\_\_\_\_  
STATE DIRECTOR  
OR DESIGNATED OFFICIAL

\_\_\_\_\_  
DATE

**MULTI-FAMILY INFORMATION SYSTEM 2 (MFIS2) IMPLEMENTATION  
TRAINING**

ST. LOUIS, MISSOURI

**OBJECTIVE:** To provide policy and technical training to field personnel who manage the Multi-Family Housing Program on how to manage the portfolio more effectively using the capabilities of MFIS2 as well as how to operate MFIS2. This is a policy type meeting to be provided to field staff on the implementation of this new system.

**DESCRIPTION:** The training will consist of lectures and hands-on training.

**ELIGIBILITY:** Expenses for the number of individuals per state on Attachment 1 will be paid by the National Office. These employees are the staff personnel actively involved with the Multi-Family Housing program in the field. Usually it includes the program director, the servicing specialists and technicians. Additional individuals funded by the State office beyond those as stated may be accepted on a first-come-first served space-available basis. Please call Jenny Cockrell, Multi-Family Housing Portfolio Management Division, on 202-720-1618 to verify space.

**TRAINING SCHEDULE:** Training for all of the Sessions will begin promptly on Monday at 1:00 p.m. and conclude on Friday at 12:00 p.m. Please make your travel plans accordingly. Dress is casual.

**MULTI-FAMILY INFORMATION SYSTEM 2 (MFIS2) IMPLEMENTATION  
TRAINING**

ST. LOUIS, MISSOURI

**HOTEL INFORMATION:** Listed below are the Session dates, hotel site, and cut-off date.

Session 1  
May 1-5  
HOTEL: Hampton Inn  
CUT-OFF DATE: April 1

Session 2  
May 8-12  
HOTEL: Hampton Inn  
CUT-OFF DATE: April 8

Session 3  
June 12-16  
HOTEL: Regal Riverfront  
CUT-OFF DATE: MAY 5

Session 4  
June 19-23  
HOTEL: Regal Riverfront  
CUT-OFF DATE: MAY 12

Session 5  
July 10-14  
HOTEL: Hampton Inn  
CUT-OFF DATE: June 2

Session 6  
July 17-21  
HOTEL: Hampton Inn  
CUT-OFF DATE: June 9

Session 7  
July 31-August 4  
HOTEL: Hampton Inn  
CUT-OFF DATE: June 23

Session 8  
August 7-11  
HOTEL: Hampton Inn  
CUT-OFF DATE: June 30

Session 9  
August 21-25  
HOTEL: Hampton Inn  
CUT-OFF DATE: July 14

Session 10  
August 28-September 1  
HOTEL: Hampton Inn  
CUT-OFF DATE: July 21

**HOTELS:** It is highly recommended that reservations be made immediately when you have been notified of your attendance at the training. However, reservations **MUST BE MADE** by the cut-off dates listed for each session. When calling the hotel, please identify yourself with the **USDA/MFIS2** block of rooms.

Hampton Inn at Union Station  
2211 Market Street  
St. Louis, Missouri  
Telephone: 314-241-3200  
Lodging costs are \$69 per day plus taxes.

Regal Riverfront Hotel  
200 S. 4<sup>th</sup> Street  
St. Louis, Missouri  
Telephone: 314-241-9500  
Reservations Telephone: 1-800-325-7353  
Lodging costs are \$69 per day plus taxes.  
You will receive information at check-in regarding transportation to the Training Center.

**PLEASE NOTE:** It is VERY IMPORTANT that participants call the hotel BEFORE THE CUT-OFF DATE. After that date, the block of rooms will revert back to the hotel and will be given to us on a space-available basis. It is possible that the Government rate will not be available at that time. IF YOU MISS THE CUT-OFF DATE, IT WILL BE YOUR RESPONSIBILITY TO FIND OTHER ACCOMMODATIONS.

**TAX EXEMPTION:** Rural Development has been approved by the State of Missouri for exemption from Missouri sales/use tax, which is 6.85%. A Tax Exempt form may be obtained from your State Training Coordinator or faxed to you by calling Susan Wilson, HRTD, on 202-401-9706. However, you will be responsible for paying all of the other taxes charged by the hotels.

Facilities for people with disabilities are available at both hotels. Any person requiring disability facilities must request specific accommodations when making their reservations.

Employees in need of any other special accommodations and/or services should contact the HRDT 2-weeks prior to the training on 202-401-9706.

Both hotels comply with the Hotel/Motel Fire Safety Act of 1990.

**TRANSPORTATION:** Transportation from the Lambert-St. Louis International Airport is available via the Airport Express at a cost of approximately \$10 each way or \$15 roundtrip. The Airport Express departs approximately every 15 minutes and is located near the baggage claim area outside TWA Exit 13. It is recommended that you purchase only a one-way ticket for the Airport Express as groups of employees have been sharing taxis to the Airport after the training at savings in time and money.

**OTHER:** St. Louis, Missouri has a per diem rate of NTE \$115 daily. The maximum reimbursement for lodging is \$69 with an M&IE of \$46.

Travel expenses for the number of individuals per state on Attachment 1 will be paid by the National Office. It is your responsibility to prepare the necessary documents for your attendees. Please code your travel authorizations, vouchers, and SF-182s 0011712350920000004. SF-182s should be completed and filed as usual. Limited spaces are available at all Sessions for additional individuals, funded by their State, to attend.

Upon completion, a copy of the attendees' vouchers being paid by the National Office **MUST BE FAXED** to Jenny Cockrell, MFHPMD, on 202-720-0302 so that budget expenditures can be tracked and reconciled.

February 15, 2000

SUBJECT: UniFi/FASTeller Training

TO: Rural Development State Directors

ATTN: Single Family Housing Program Directors,  
State Training Coordinators, and Human  
Resources Managers

**ACTIONS REQUIRED:**

Submit Attendees' Names Upon Receipt of this Memorandum  
Make Hotel Reservations as Noted on Attachment 4

The Human Resources Training Division (HRTD) will conduct non-mandatory UniFi/FASTeller training sessions for the remainder of this calendar year. Five Basic and five Specialized UniFi/FASTeller training courses are being offered. The training will be held in Room 209 of the Rural Development Training Center, 2350 Market Street, St. Louis, Missouri. States will pay their attendees' travel and per diem costs.

Please use Attachment 1 to submit your nominations to Caron Klaus, Training Specialist, St. Louis Training Branch, via fax 314-992-0492, immediately upon receipt of this memorandum. The State Director must sign this Attachment. Once your nominations have been submitted, you will receive under separate cover an acknowledgment letter from Ms. Klaus confirming your employees' attendance.

**PLEASE NOTE:** In approving attendance of this training, supervisors are reminded that entitlement to overtime pay for travel will be incurred under the Fair Labor Standards Act.

EXPIRATION DATE:  
December 31, 2000

FILING INSTRUCTIONS:  
Administrative/Other Programs

The **Basic** training class will be the Introduction to UniFi and FASTeller that was presented throughout FY 97 through FY 99. The topics and class format are the same for this course. The Basic training is for 5 days with a minimum of 12 and a maximum of 24 students per class.

Each session begins promptly at **8:00 a.m.** (central standard time) **on Monday** and **ends approximately 12 noon on Friday**. Your employees should make travel plans to arrive on SUNDAY and **leave on FRIDAY AFTER 1:00 p.m.** in order to attend the FULL session.

The **Specialized** training addresses the 6 most requested topics according to the Dedicated Loan Origination/Servicing System (DLOS) Training Survey completed in January 1998. Those 6 topics are: **Transfer and Assumptions, Construction Loans, Payment Assistance, Loan Closing, Escrow, and Task Queues**. The Specialized training is for 3 days with a minimum of 12 and a maximum of 24 students per class. Each session begins promptly at **8:00 a.m. on Tuesday** and **ends at 5:00 p.m. on Thursday**. Your employees' travel days will be Monday and Friday.

Attachment 2 is a course announcement for the Basic UniFi/FASTeller training class. Attachment 3 is a course announcement for the Specialized UniFi/FASTeller training class. Attachment 4 is the scheduled dates and hotel information for each type of training. Please carefully read the information pertaining to the Tax Exemption form for Missouri. Please ensure that your attendee receives a copy of this Attachment.

If you have any questions regarding this training, please contact Ms. Klaus on 314-992-0407. For hotel information, please contact either Susan Wilson, Human Resources Training Division (HRTD), on 202-401-9706, or Renee Glascon, HRTD, on 202-401-9705.

Signed by

NEIL A. STORMS

Director

Human Resources Training Division

4 Attachments

**NOMINATION FORM FOR BASIC AND SPECIALIZED  
UniFi/FASTeller TRAINING FOR 2000**

**Fax Nominations to:**

Caron Klaus, Training Specialist, St. Louis Training Branch  
on 314-992-0492

State: \_\_\_\_\_

<b><u>BASIC</u></b>	<b><u>SPECIALIZED</u></b>
---------------------	---------------------------

March 6-10

April 4-6

May 8-12

June 13-15

July 17-21

August 8-10

September 11-15

October 17-19

November 13-17

December 5-7

Employee(s) Name(s):

Desired Class Dates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State Contact Name: \_\_\_\_\_

Telephone#: \_\_\_\_\_

We understand that this is non-mandatory training and travel expenses will be the responsibility of our State.

Approved by  
State Director: \_\_\_\_\_ Date: \_\_\_\_\_



## **BASIC UniFi/FASTeller TRAINING**

**PURPOSE:** To present the new UniFi/FASTeller process and provide hands-on UniFi and FASTeller software training needed by field office employees.

The training will include:

- Introduction to UniFi/FASTeller
  - (a) UniFi Software Training
  - (b) FASTeller Software Training
  - (c) Loan Closing Training

**DESCRIPTION:** The training will expand the automation skills of employees originating Section 502 Direct loans and Section 504 loans and grants. Participants will make use of UniFi software to originate loans and grants. The training will emphasize using the computer as a tool to assist employees in processing loans and grants to better serve the local area.

**OBJECTIVE:** Develop skills to use the new hardware and software to receive, process, underwrite, and close Single Family Housing loans and grants; enable employees to understand the “big picture” regarding UniFi/FASTeller; and prepare employees to train others within their offices on the new system.

**FORMAT:** This training walks the participants through the major parts of the UniFi and FASTeller software and allows each trainee time to independently develop skills using the new system. A typical session will consist of lecture, demonstration, group discussion, and hands-on time. Each participant will have individual access to a personal computer (PC).

### **REQUIREMENTS:**

- o Prior to attending this course, each participant should have completed Windows 3.1 (or better) software training.
- o Attend all class sessions.
- o Read assigned manuals.
- o Participate in all in-class training practices.
- o Practice before and after class as needed.
- o Complete all projects designed as proficiency tests and present the results to the class instructor.

**ELIGIBILITY:** State, Area/District, and Local Office employees who will utilize UniFi and FASTeller software.

## **SPECIALIZED UniFi/FASTeller TRAINING**

**PURPOSE:** To present refresher training in the complex areas of the UniFi/FASTeller process and provide hands-on UniFi and FASTeller software training needed by field office employees.

The training will include:

- o Transfers/Assumptions
- o Construction Loans
- o Payment Assistance
- o Loan Closings
- o Escrow Calculations
- o Task Queues
- o Interaction between the Centralized Servicing Center and the Loan Origination Offices

**DESCRIPTION:** The training will emphasize problem solving and troubleshooting using exercises and case studies.

**OBJECTIVE:** The training will concentrate on improving the automation skills and reducing the error rates of employees originating Section 502 Direct loans and Section 504 loans and grants.

**FORMAT:** This training walks the participant through the major problem areas of the UniFi and FASTeller software. A typical session will consist of lecture, demonstration, group discussion, and hands-on time. Each participant will have individual access to a PC.

### **REQUIREMENTS:**

- o Prior to attending this course, each participant **MUST** be able to independently board a loan in the UniFi system.
- o Prior to attending this course, each participant **MUST** have working knowledge of UniFi, FASTeller, 7CFR Part 3550, and the Field Office Handbook.
- o Attend all class sessions.
- o Read assigned manuals.
- o Participate in all in-class training practices.
- o Complete all projects designed as proficiency tests and present the results to the class instructor.

**ELIGIBILITY:** State, Area/District, and Local Office employees who will utilize UniFi and FASTeller software.

## TRAINING SCHEDULE AND HOTEL INFORMATION

**HOTEL INFORMATION:** A block of rooms has been set aside at the Hampton Inn at Union Station, 2211 Market Street, St. Louis, Missouri, telephone 314-241-3200. Lodging costs are \$66 per day, plus taxes, for single or double occupancy.

Listed below is the schedule with cut-off date to make your reservations for all of the classes. Each week is scheduled for a Sunday arrival and a Friday departure.

<u>Arrival/Departure</u>	<u>Cut-off Date To Make Reservations</u>
March 5-10	February 25
April 3-7	March 3
May 7-12	April 7
June 12-16	May 12
July 16-21	June 9
August 7-11	July 7
September 10-15	August 4
October 16-20	September 1
November 12-17	October 13
December 4-8	November 3

**HOTEL:** Reservations **MUST BE MADE** by the cut-off dates listed for each session. When **calling the hotel**, please identify yourself with the **USDA-UniFi** block of rooms.

**TAX EXEMPTION:** Rural Development has been approved by the State of Missouri for exemption from Missouri sales/use tax which is 6.85%. A Tax Exempt form may be obtained either from your State Office or by calling Susan Wilson, HRTD, at 202-401-9706 and she will fax a copy to you. However, attendees will be responsible for paying all of the other taxes charged by the hotel.

Facilities for people with disabilities are available at hotel. Any person requiring disability facilities must request specific accommodations when making their reservations.

Employees in need of any other special accommodations and/or services should contact the Human Resources Training Division IMMEDIATELY on 314-992-0407.

The Hampton Inn at Union Station complies with the Hotel/Motel Fire Safety Act of 1990.

**TRANSPORTATION:** Transportation from the Lambert-St.Louis International Airport is available via the Airport Express at a cost of approximately \$10 each way, or \$15 round-trip. The Airport Express departs approximately every 15 minutes and may be found near the baggage claim area outside TWA Exit 13. Taxi fare from the Airport is approximately \$20. It is recommended that you purchase only a one-way ticket for the Airport Express, as groups of employees have been sharing taxis to the Airport after the training, thus saving money and time.

**OTHER:** St. Louis, Missouri, has a per diem rate of NTE \$115 daily. The maximum reimbursement for lodging is \$69 with an M&IE of \$46. The training will be held in Room 209 of the Rural Development Training Center, 2350 Market Street, St. Louis, Missouri. States will pay their attendees' travel and per diem costs since this is non-mandatory training.

**PLEASE NOTE:** In approving attendance of this training, supervisors are reminded that entitlement to overtime pay for travel will be incurred under the Fair Labor Standards Act.